

Interlibrary Cooperation Grant

Department of Education & Early Development – Program 20

I. PROGRAM OBJECTIVES

The objective of this program is to fund libraries, which provide or develop services that have statewide significance and/or direct service impact on users.

II. PROGRAM PROCEDURES

The grants are competitive, based upon applications submitted by interested libraries. Two or more libraries can submit a joint proposal. Applications must be received by April 1 for grants that are awarded in the subsequent fiscal year.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

Funds may be expended only for purposes detailed in the approved grant application.

Suggested Audit Procedure

- Test transactions to determine whether expenditures are necessary and reasonable, and are authorized or not prohibited under applicable guidelines and regulations.

The major expenditure categories of Personnel, Collections, and Other Expenditures constitute the budget line items. The grantee need not comply with the detail of expenditures in subcategories.

B. ELIGIBILITY

The auditor is not expected to verify eligibility.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

There are no matching or level of effort requirements.

D. REPORTING REQUIREMENTS

Compliance Requirement

Final report must be submitted by September 1 following the end of the grant period, on a form provided by the Division of Libraries.

Suggested Audit Procedures

- Review procedures for preparing report to evaluate adequacy and completeness of submission;
- Trace data to the supporting documentation; and
- Evaluate adjustments.

E. SPECIAL TESTS AND PROVISIONS

Compliance Requirement

An indirect or administrative fee may be charged if the grant has a statewide or regional emphasis, and does not primarily benefit the grantee. The indirect rate shall be the lesser of the rate used for similar charges by the grantee, or 8%.

Suggested Audit Procedures

- If administrative costs are charged, determine, through discussion with applicable personnel, if the services provided meet the eligibility requirements as noted above; and
- Review other grant records to determine if the rate applied is similar to that of other programs and does not exceed the 8% ceiling.

Compliance Requirement

Allowable expenditures are those which were spent during the grant year. Amounts encumbered by the end of the grant year are also allowable if spent by September 1 of the following grant year, except that expenditures for personnel and travel may not be encumbered.

Suggested Audit Procedure

- Test a sample of transactions to determine that funds were spent in the prescribed period.

Modified 5/00